

# POSITION DESCRIPTION

Version 2024.02.20

**POSITION TITLE:** Student Custodial Assistant

**CLASSIFICATION:** Student Housing Stipend

**DEPARTMENT:** Residence Life

**REPORTS TO:** Residence Life Area Coordinator/Resident Director of residential building

**POSITION SUMMARY:** The Student Custodial Assistant (SCA) will clean and keep in an orderly condition common residential areas on campus: lounges, laundry rooms, stairwells, hallways, etc. The general responsibilities of the position include those listed below, but the Office of Residence Life or Physical Plant Services may identify other responsibilities of the position to ensure an equitable workload.

## PRIMARY DUTIES AND RESPONSIBILITIES:

- Regular Cleaning
  - Sweeps/vacuums hallways, stairs, and common spaces on average three times a week
  - Dusts/cleans ceilings, vents, walls, furniture, and windows on average once a week
  - Empties trash and garbage containers daily
- Performs all work following established safety procedures.
  - Will be required to use cleaning chemicals properly and safely per manufacturer and Sodexo standards.
  - Complies with all company safety and risk management policies and procedures.
  - Participates in regular safety meetings, safety training (in-person and virtual), and hazard assessments.
- May perform other duties and responsibilities within the scope of the position as assigned.

## REQUIRED QUALIFICATIONS:

- Must be a residential student.
- No previous experience is required.

## WORK HOURS/CONDITIONS:

- Average of 10 working hours per week
  - At least 1 hour of availability on the weekends is necessary to ensure trash collection when the Physical Plant Custodial staff is not on campus.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 40 pounds.

## RENUMERATION:

- \$2,000 Housing Stipend per semester

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description provided for my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

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Print Name

Signature

Date